

STATE OF CALIFORNIA
**RECORDS RETENTION SCHEDULE
 APPROVAL REQUEST**
 STD. 72 (REV. 2-96)

**Submit three copies with three copies of the
 Records Retention Schedule, STD. 73.**

(1) DEPARTMENT, BOARD OR COMMISSION Toxic Substances Control	
DIVISION, BUREAU OR OTHER UNIT Human Resources	
ADDRESS 400 P Street, 4th floor Sacramento, CA 95814	
TO: DEPARTMENT OF GENERAL SERVICES OFFICE OF INFORMATION SERVICES 1500 5th Street, Room 116 Sacramento, CA 95814 (or IMS C-39)	
(916) 445-2294 or CALNET 485-2294	
NEW SCHEDULE INFORMATION (if applicable)	(5) SCHEDULE NUMBER
PREVIOUS SCHEDULE INFORMATION (if applicable)	(9) SCHEDULE NUMBER(S) DTSC 99-03
(10) APPROVAL NUMBER(S) 99-234	(11) APPROVAL DATE(S) 12/15/99
(12) PAGE NUMBER(S) REVISED 3 of 19	(8) CUBIC FEET (Total Schedule) 267.1
(3) <input type="checkbox"/> Revising a previous schedule. (Complete boxes 5 - 12.) (4) <input checked="" type="checkbox"/> Amending some pages of a previous schedule. (Complete boxes 8 - 12.) (6) SCHEDULE DATE (7) NUMBER OF PAGES	
(2) <input type="checkbox"/> New schedule of records that have never been scheduled. (Complete boxes 5 - 8.) CHECK THE APPROPRIATE BOX: (A new approval number will be assigned.)	

PART I - AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

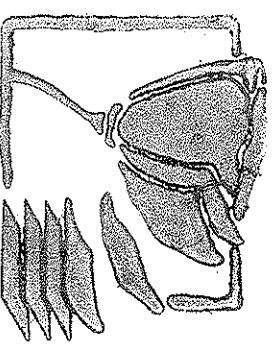
(13) SIGNATURE - MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS Phil Amen	(14) TITLE Chief Human Resources	(15) DATE SIGNED 11/14/00
In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.		

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE - RECORDS MANAGEMENT ANALYST Leslie Frye	(17) TITLE PM	(18) NAME (Printed or Typed) Shirley Scharnosch	(19) TELEPHONE (916) 334-3754	(20) DATE SIGNED 11/16/00
PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)				
(21) SIGNATURE - CONSULTANT John E. Cox	(22) APPROVAL NUMBER 99-234			
(23) TITLE Records Management Consultant	(24) DATE SIGNED 12/15/00			
PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)		ARCHIVES USE ONLY		

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (25) ☒ Contains no material subject to further review by the California State Archives
- (26) ☐ Contains material subject to archival review. Items stamped "TRANSFER TO ARCHIVES" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)



**CALIFORNIA
 STATE ARCHIVES**

(27) SIGNATURE - CHIEF OF ARCHIVES Shirley Scharnosch	(28) DATE SIGNED Dec 10, 2000
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RECORDS RETENTION SCHEDULE

Std. 73 (PC Generated by DTSC 4/93)

DEPARTMENT OF TOXIC SUBSTANCES CONTROL GS# 082000		SCHEDULE NO. DTSC 99-03	DATE 11/4/00
ORGANIZATIONAL UNIT MANAGEMENT SERVICES/HUMAN RESOURCES			PAGE OF 3 19
ADDRESS (NUMBER STREET CITY) 400 P Street, 4th floor, Sacramento			DGS APPROVAL NO. 99-234

ITEM NO.	CUBIC FEET	CALIF STATE ARCHIVES	TITLE & DESCRIPTION OF RECORDS (Triple space between items)	M	V	RETENTION				PRA (EXEMPT) & IPA	REMARKS
						OFFICE	DEPT	SRC	TOTAL		
6	7	8	9	10	11	12	13	14	15	16	17
10.	50.4		Employee Personnel File (Includes Requests for Personnel Action [RPA] (DTSC 1058), duty statements, and miscellaneous personnel documents.)	P		Active +4		4	Active +8	XI	Becomes inactive when the employee leaves DTSC, or when the record is no longer required by the Department (ie., the most recent document in the file is more than 5 years old). Files are located in the Central Files.
11.	0.2		Staffing Report	P		Current +5			Current +5		Retain as "current" until superseded. Retain an additional five years for position history.
12.	10.0		Subject Files (filed alphabetically by subject)	P		Active			Active		Becomes inactive when no longer needed.



Winston H. Hickox
Agency Secretary
California Environmental
Protection Agency

Mr. McLeod
Department of Toxic Substances Control

Edwin F. Lowry, Director
400 P Street, 4th Floor, P.O. Box 806
Sacramento, California 95812-0806



Gray Davis
Governor

49-234

MEMORANDUM

TO: Department of General Services
California Records and Information Management
1500 5th Street, Suite 101
Sacramento, California 95814

FROM: *Shirley Scharosch*
Shirley Scharosch
Records Management Analyst
Business Services

DATE: November 21, 2000

SUBJECT: REVISED RECORDS RETENTION SCHEDULE #DTSC 99-03

The Department of Toxic Substances Control (DTSC) is submitting the attached revised Records Retention Schedule (RRS) for your review and approval. The RRS represents records for Human Resources. The only revision is page three, Item #10.

If you have any questions or need additional information, please contact me at (916) 324-3754.

Attachment